

**External - Job Order Detail**  
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

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**Department:** DEPARTMENT OF LABOR & INDUSTRY  
**Division:** OFFICE OF COMMUNITY SERVICE  
**Date Posted:** 04/02/2008  
**Job Category:** Office and Administrative Support  
**Position Number:** 66200004  
**Position Title:** INTERNSHIP – DESKTOP PUBLISHING ASSISTANT  
**Location:** HELENA  
**Job Status:** Part Time Temporary  
**Salary:** \$9.35  
**Salary Unit:** Hour  
**Shift:** Daytime  
**Band:** 3  
**Closing Date:** 04/30/2008  
**Supplement Required:** No

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**Applications must be received by 5:00pm on the closing date.**

**Apply to your Local Montana Job Service Center**

**- OR -**

**State Agency:**

DEPARTMENT OF LABOR & INDUSTRY  
P.O. Box 1728  
HELENA, MT 59624

**Phone:** (406) 444-3710

**Fax:** 444-3685

**TTY:** 444-0532

**E-mail:** [dliapps@mt.gov](mailto:dliapps@mt.gov)

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**Special Information:**

For further information about DLI agency and job application materials see:  
<http://dli.mt.gov/jobopenings>.

This announcement will fill a summer internship position within the Office of Community Services. The majority of the work will be in an office environment; however, occasionally some travel may be necessary including in-state overnight travel.

**Duties:**

The position will help build a database and perform outreach duties to Emergency Managers around the state. The position will also help perform outreach duties for state volunteerism by setting appointments for educational trainings and visits.

**Competencies:**

The candidate would need to possess good verbal and written communication skills,

especially Word and Excel; computer skills including newsletter design, excel and brochure design; organizational skills and relationship building skills.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

**Education/Experience:**

Must be enrolled in an accredited school, college or university and be declared in a major that would benefit from knowledge of community service opportunities and administrative procedure.

Applicants will need to submit a copy of their working transcripts that includes declaration of major.

**Application materials required initially for this position include the following:**

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Copy of working college transcripts.
4. Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.